



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

STAFF SERVICES MANAGER I
DEPARTMENTAL PROMOTIONAL - CONTINUOUS FILING

CONTINUOUS FILING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application. Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date posted on the "Notice to Announce Cut-Off Date." FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date or personally delivered after 5:00 P.M. on the cut-off date will be held for the next administration of the examination.
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources.
HOW TO APPLY	Examination Applications (Form STD 678) may be mailed or filed in person to: <div><div>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div>FILE IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$5079 - \$6127
ELIGIBLE LIST INFORMATION	A departmental promotional merged list will be established for the Department of Water Resources. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to re-establish eligibility.
TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the cut-off date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.
MINIMUM QUALIFICATIONS	<div>Either I One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)</div> <div>Or II Experience: Three years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management, at least one year of which must have been in a full journey person technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</div>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF SERVICES MANAGER I DEPARTMENTAL PROMOTIONAL		CONTINUOUS
POSITION DESCRIPTION	The Staff Services Manager I level is the first working supervisor level in charge of a small unit of employees working in a specialized area. The Staff Services Manager I supervises analysts performing journey person level work and personally perform the most difficult or sensitive work. A Staff Services Manager I must implement and administer Department and State policies and is responsible for the effective resolution of a broad range of governmental, supervisory, and/or managerial problems. The Staff Services Manager I conducts and/or reviews analytical studies and surveys; formulates and implements procedures, policies, and program alternatives; make recommendations on program related problems, and proposed legislation.	
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00% . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.	
SCOPE OF EXAMINATION	Qualifications Appraisal Interview – Weighted 100.00% In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s: A. Knowledge of: <ol style="list-style-type: none">Principles and practices, and trends of public business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas.Principles and practices of employee supervision, development, and training.Program and Project Management.Formal and informal aspects of legislative process.The administration and department’s goals and policies.The governmental functions and organization at State and local level.The department’s Equal Employment Opportunity Programs’ objectives.A manager’s role in the Equal Employment Opportunity Programs and the processes available to meet to equal employment opportunity objectives. B. Ability to: <ol style="list-style-type: none">Reason logically and creatively and use a variety of analytical techniques to resolve complex governmental and managerial problems.Develop and evaluate alternatives and recommend solution.Analyze data and present ideas and information effectively both orally and in writing.Consult with and advise administrators or other interested parties on a wide variety of subject-mater areas.Gain and maintain the confidence and cooperation of those contacted during the course of work.Review and edit written reports developed by staff to ensure accuracy, effectiveness, and completeness.Manage a complex Staff Services program.Establish and maintain project priorities.Develop and effectively utilize all available resources.Effectively contribute to the department’s Equal Employment Opportunity Program objectives.	
VETERANS PREFERENCE	Veterans Preference Credit is not granted in promotional examinations.	
GENERAL INFORMATION		
<p>The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-3921 three weeks after the final filing date if he/she has not received a progress notice.</p> <p>Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.</p> <p>If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.</p> <p>General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.</p> <p>Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.</p> <p>If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.</p> <p>Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.</p> <p>TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.</p> <p>For information regarding this examination, please contact Mary Jo Schall at (916) 653-4927.</p>		
DP (Rev. 9/08)		(MJS)